

MILITARY (AGR) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 2800 SW TOPEKA BLVD TOPEKA, KS 66611-1287	Date: 2 November 2015	Announcement No: 2016-008
OPEN TO: Current Title 32 AGR members of KSARNG	Applications will be accepted until: 1500 hrs. 13 November 2015	
POSITION TITLE, SERIES, AND GRADE: Executive Assistant to the KS Command Senior Enlisted Leader (CSEL) E7, 00F	APPOINTMENT FACTORS: See paragraphs below.	
LOCATION OF POSITION: JFHQ, Topeka, KS	Minimum Grade Sergeant First Class (E7)	Maximum Grade Sergeant First Class (E7)

QUALIFICATIONS:

- (1) AGR Soldiers must continue to meet medical standards of chapters 3, 4, or 5 of AR 40- 501 as applicable.
- (2) This position is MOS immaterial 00F.
- (3) Any falsification of the eligibility requirements will result in immediate release from the AGR Program.
- (4) This position requires a Secret Security Clearance (May be required to apply for Top Secret Security Clearance).
- (5) AGR applicants flagged in SIDPERS for security violation or pending any adverse actions will not be considered for transfer prior to lifting of the flag.
- (6) Must possess a valid state driver's license and be qualified to operate a GSA vehicle.
- (7) Individual must have a current, passing APFT and must meet height/weight standards prescribed in AR 600-9 **prior to the closing of this job announcement and upon selection.**
- (8) Final Selection and appointment date will be coordinated through HRO.
- (9) Experience in Administrative Actions and Readiness preferred.
- (10) The Executive Assistant to Kansas Command Senior Enlisted Leader (CSEL) coordinates administrative and personnel services for the CSEL to include protocol, travel, office administration, event coordination and field communication. Manage in-coming and out-going correspondence, to include staffing, suspension, and tracking. Contribute to the development, interpretation and implementation of Kansas National Guard enlisted personnel policies, and process, and coordinate activities with Kansas National Guard Enlisted Leaders.
- (11) The Executive Assistant to the CSEL must possess an in-depth knowledge of ARNG and ANG policies, procedures and processes. Must be proficient in information management and computer information systems. Must be able to represent CSEL at state level meetings, forums and events. Must be able to manage incoming and outgoing correspondence to include staffing, meeting suspense and tracking memoranda. Must present an impeccable military image. Must demonstrate an ability to interact with personnel at all levels in a courteous and professional manner. Must be a self-starter and capable of maintaining confidentiality of office information. Incumbent should work effectively with the State Headquarters personnel, General Officers, Civic Leaders as well as, National Guard Bureau Executive Staff and associated enlisted programs.
- (12) The Executive Assistant to the CSEL should be able to work independently. This position requires more than normal duty hours. Member should be available to work nights and/or weekends to include some travel. Should possess the ability to correctly draft and format correspondence. Incumbent should have the ability to effectively communicate with all levels of military and civilian personnel. Responsible for assisting with the coordination of all aspects of programs associated with the Office of the CSEL. Position requires a mature, self-motivated SNCO, who is a team player and performs well under pressure in a high OPSTEMPO environment. The Executive Assistant to the CSEL is a JFHQ-KS level position.
- (13) The Executive Assistant to the CSEL will be responsible for making all travel arrangements for the CSEL, Prepare and amend orders via DTS to meet specific travel requirements. Prepare detailed trip book and agenda. Prepare and file travel vouchers.
- (14) The Executive Assistant to the CSEL will manage the schedules/calendars for the CSEL, to include coordination with such agencies as Joint Staffs, Offices of the CCM and CSM Army and Air National Guard, Offices of the Adjutants General of the 54 states and territories and the NGB leadership and staff.
- (15) The Executive Assistant to the CSEL will be responsible for maintaining and managing all IT aspects within the Office of the CSEL to include any future SharePoint sites or other social media.

Selecting Supervisor: CMSgt James Brown.

POC for duty description: Maj Marci Solander at marci.d.solander.mil@mail.mil or (785)274-1003.

APPLICATION INSTRUCTIONS: All applications must be submitted via email to ng.ks.ksarng.list.hro-agr-applications@mail.mil

All Applicants must submit the following forms:

1. NGB Form 34-1, **20131111 Version only**, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. Enlisted Record Brief (ERB)
3. Personnel Qualification Record (PQR).
4. A current copy of Retirement Point Accounting Management (RPAM) Statement.
5. MEDPROS Individual Medical Readiness Record displaying evidence of: PHA completed within 12 months and HIV testing with-in last 24 months. **MEDPROS IMR Record can be obtained by accessing your AKO / Self Service / My Medical readiness / View Detailed Information (under any of the medical readiness status on right side of the screen) / IMR record (second document under Forms on left side of the screen).**
6. All DD Form 214s
7. Current DA Form 705 (Include DA 3349 if precluded from standard 3 event test) within 6 months for current AGR members.
8. Certified Height/Weight or DA 5500 or 5501 within 6 months of the closing date (May 2013 version only) if exceeds Screening Table Weight
9. NCOER's - previous 5 DA 2166-7/8 (Non Commissioned Officer Evaluation Report).
10. Current valid driver's license.
11. If OCONUS, applicant must provide a valid DSN in the block for OFFICE PHONE
12. NOT REQUIRED (but recommended) an official military DA Photo.
13. NOT REQUIRED (but recommended) documentation supporting applicant's qualifications (i.e. resume).

**** Per ATAG Policy Letter #22, Reassignment of KSARNG Title 32 Active Guard/Reserve (AGR) Soldiers, dated 18 November 2014, Soldiers serving in their initial AGR tour will not be transferred or reassigned before completion of the first 18 months of his/her initial tour. Soldiers who have completed their initial 36 month AGR tour (career AGR status) and have been selected for a new assignment will not compete for lateral AGR positions or be transferred/reassigned from their new position prior to completion of the first 18 months of his/her new assignment. Instructors and Recruiters have a 36 month service obligation. See ATAG Policy Letter #22 for further guidance. **The Deputy Chief of Staff - Army is the approval authority for all exceptions to this policy.****

****If you need an ETP, your ETP request will need to be received by HRO prior to the job announcement closing date.**

*** Ensure that the following information is reflected on the NGB 34-1: Tour Announcement number and current telephone number where you can be reached for an interview. Carefully read and comply with instructions contained on this job announcement so that all required information is included. Sign and date the application.**

**** Please review your application for accuracy prior to submission to HRO. Any documentation missing requires a letter regarding the circumstances. **NOTHING WILL BE ADDED TO THE APPLICATION AFTER THE TIME PROVIDED ON THE CLOSING DATE.** Applications without all required documentation will be returned without consideration. Applications received after the closing date will be returned without consideration.**

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.